



HEADQUARTERS
CIVIL AIR PATROL XXXX WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 339
SPARKS NV 89432-0339

6 September 2004

MEMORANDUM: FOR SQUADRON COMMANDERS AND SAFETY OFFICERS

FROM: NVWG/SE

Subject: Mishap reporting procedure

1. This memorandum updates the 2 June 2003 correspondence on the same subject with new names and telephone numbers.
2. Each unit safety officer will make sure all personnel are briefed on the contents of CAPR 62-1 and 62-2. Special efforts will be directed towards making sure everyone knows what constitutes a mishap, the proper reporting procedures and time limitations for reports.
3. Personnel involved in or witnessing a mishap, as defined in CAPR 62-2, shall immediately notify the unit or activity commander. If an individual is not involved in, but witnesses an incident, they should make sure the appropriate personnel are notified.
 - a. Mishap Notification will be immediate IAW CAPR 62-2.
 - b. Mishap Reporting (CAPF 78) will be within 48 hours.
4. Unit or activity commanders receiving a mishap report will immediately notify the wing commander and wing safety officer.

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cc: NVWG/CC